



CITY OF UNALASKA
Finance Department, Information Systems Division
REQUEST FOR QUOTES (RFQ) – Microsoft Office 365

The City of Unalaska, Department of Finance, Information Systems Division (“City”) is requesting quotes for Microsoft Office 365 as set forth in this Request for Quotes. The deadline to submit quotes is **5:00 p.m. (AKDT) on September 6th, 2024.**

1. *Required Software.* The City is requesting a quote for the purchase of Microsoft Office 365 licenses and Microsoft Entra ID plans for a one-year term. Below is a detailed list of the City’s request:
 1. Microsoft Office 365 G1/E1 GCC - 1 Year Term
 - a. Quantity: 57
 2. Microsoft Office 365 G3/E3 GCC - 1 Year Term
 - a. Quantity: 133
 3. Microsoft Entra ID Plan 2 - 1 Year Term
 - a. Quantity: 1
 4. Microsoft Entra ID Plan 1 - 1 Year Term
 - a. Quantity: 189
2. *Licensing Specifications.* Microsoft AOS-G (Agreement for Online Services – Government) program licensing is preferred, but Microsoft CSP (Cloud Solution Program) program licensing will be considered if no AOS-G bids are placed.
3. *Required Quote.* Vendors must include the following product information on their quote:
 1. Product description
 2. Licensing program
 3. Unit price for each item
 4. Total price for each item
4. *Assumptions and Exclusions:* Please indicate if the pricing provided assumes or necessitates the purchase of any additional engineering or implementation services. If so, please specify the details of those services, the scope of work, and associated costs.

Vendors interested in responding to this request must submit their quote no later than **5:00 p.m. (AKDT) on Friday, September 6th, 2024.** Any quotes received after that time may not be considered. Facsimile quotes will *not* be accepted. The sealed cost quotes must be in a package clearly marked **Microsoft Office 365 RFQ** and addressed to the City of Unalaska, and will be received at the following location:

City Clerk
City of Unalaska
43 Raven Way
P. O. Box 610
Unalaska, Alaska 99685

5. Only one response (including the required quote and any optional quotes the vendor chooses to provide) from any individual, firm, partnership, or corporation, under the same or different names, will be considered.
6. Products sold to the City are exempt from City of Unalaska sales tax.
7. *Evaluation.* A review committee under the direction of the City of Unalaska, Department of Finance, IT Manager, will review the quotes based on the criteria below. A contract, if any, shall be awarded based on the committee's determination of the best overall value, which shall take into consideration:
 - a. Type of Microsoft licensing program offered;
 - b. Any assumed or necessary engineering or implementation services; and
 - c. Total cost
8. *Notice of Intent to Award.* The City intends to issue a notice of intent to award by September 13th, 2024. Notwithstanding the foregoing, all quotes shall remain valid and open until September 20th, 2024.
9. The City reserves the right to waive any and all irregularities in any or all submitted quotes. The City reserves the right to reject any or all quotes, including without limitation the rights to reject any or all nonconforming, non-responsive, unbalanced or conditional quotes, and to reject the quote of any bidder if the City believes that it would not be in the best interest of the City to make an award to that bidder, whether because the quote is not responsive or the bidder is unqualified or of doubtful financial ability or fails to meet any other pertinent standard or criteria established by the City. The City also reserves the right to waive all informalities not involving price, time, or changes in the material specifications and to negotiate terms with the successful bidder. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum. Discrepancies between words and figures will be resolved in favor of the words.
10. *Questions and Clarifications.* Direct any questions related to this Request for Quote to the IT Manager, Jacob Whitaker. The deadline for submission of questions is **September 2nd, 2024.**

Mail: City of Unalaska
Information Systems Division
P. O. Box 610
Unalaska, AK 99685

Telephone: (907) 581-1251 x3303

Email: whitaker.jacob@ci.unalaska.ak.us